

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
June 19, 2006**

Members Present: Chairman Jim Sharon; Doug Hall; Paul Dean; Scott Holewinski; and Charles Wickman.

Others Present: Curt Krouze, Buildings & Grounds Director; Paul Spencer, Social Services Director; Tara VandenBerg, Social Services Lead Social Work Supervisor; Shelby Anderson, *The Lakeland Times*; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 10:00 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the agenda by Hall/Dean. All aye on voice vote. Motion by Hall/Sharon to approve the committee meeting minutes of May 15, 2006 with no additions, deletions or corrections. All aye on voice vote, with the exception of Supervisor Holewinski, who abstained. Motion by Holewinski/Sharon to approve the committee meeting minutes of June 5, 2006, with no additions, deletions or corrections. All aye on voice vote, with the exception of Supervisor Wickman, who abstained.

Supervisor Dean discussed the issue of items being placed on committee meeting notices, noting that only the chair of a committee has authorization to determine items for agendas, as this issue arose at the June 5th meeting (over the item for inclusion of student participants) and he stressed this point.

Chairman Sharon and Krouze discussed the method of meeting notice preparation that has been followed since the inception of the Buildings & Grounds Department, which is that the chair has authorized the department head to place items on the agenda as they arise, with the department head to notify the chair if an item arises that appears to be controversial in nature. Chairman Sharon stated that is the way agendas have been prepared in the past, and he would continue with that method.

**DISCUSS/TAKE ACTION ON DEPARTMENT OF SOCIAL SERVICES
REQUEST REGARDING HOME MODIFICATION INSPECTIONS**

Spencer and VandenBerg were present for this discussion. Spencer explained that he brought this forward toward an effort for interdepartmental cooperation.

He stated that there would be no county tax dollars used for the program. He stated that this would maximize the use of the resources, as prescribed previously by county board. A memo detailing the particulars was distributed to the committee. This memo explained the procedure to be followed when a home modification request is received from a long term care program participant, from reviewing estimates inspection for need, and project completion and inspection, which previously has been outsourced privately. Spencer stated that Krouze has the background to perform this function; this process would ensure the correct modification is being done, and generate revenue for the Buildings & Grounds Department. He estimated that the number of inspections would be minimal, perhaps four to five per year.

Supervisor Wickman questioned if the homes are private homes.

Spencer stated that this would be in private homes for individuals who do not have the means to have the modifications done on their own. Spencer stated that there would be a contract with the Buildings & Grounds Department to perform this service.

Krouze stated that he would look over the bids received by the private homeowner, determine if the modifications will meet the determined need, and inspect the work that is done upon completion to assure code is followed. Possible liability was discussed.

VandenBerg stated that Oneida County is one of the few counties who has reviewed bids and modifications privately in the past in a concentrated effort to limit liability.

Supervisor Dean questioned the rate to be charged for inspections.

Spencer stated that the figure was determined by an accountant based on Krouze's wage and benefits.

Motion to accept the contract with the Oneida County Social Services long-term care staff for home modification inspections effective July 1, 2006 by Dean/Holewinski. All aye on voice vote.

DISCUSS/TAKE ACTION TO AMEND THE COUNTY CODE TO ALLOW THE BUILDINGS & GROUNDS COMMITTEE THE AUTHORITY TO PURCHASE OR SELL LAND OTHER THAN FOREST LAND OR TAX DELINQUENT PROPERTIES

Krouze stated that he did request Corporation Counsel be in attendance at today's meeting for this issue, but they were unavailable. He informed the committee that he noticed an item on last week's Resolutions & Ordinances Committee agenda with regard to changing the county code for land sale so he attended their meeting, and that Corporation Counsel's office is working with that

committee in that regard. He stated that he discussed the Buildings & Grounds Committee's desire to change the ordinance to better define who can accomplish specific tasks dealing with the acquisition and disposal of county lands other than forest land or tax delinquent properties. He stated that he explained to the Resolutions & Ordinance Committee how the current code limits the ability of the Buildings & Grounds Committee to carry out operational tasks assigned to this committee, such as expansion of parking in the courthouse vicinity, which would not be allowed under the current code. Krouze stated that he would watch future agendas for the Resolutions & Ordinance Committee and obtain minutes from the meeting he attended.

Supervisor Dean questioned the status on the offer to purchase that had been made on county owned property.

Discussion arose as to whether this should be discussed under this topic.

Motion to put the item with regard to the code change back on the July agenda for the Buildings & Grounds Committee by Wickman/Holewinski. All aye on voice vote.

Krouze stated that with regard to the offer to purchase that Supervisor Dean asked about, the offer had been withdrawn.

NON BUDGETED ITEM REQUESTS

Krouze reported there were no non-budgeted items requested.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills and blanket purchase orders by Holewinski/Dean. All aye on voice vote.

SCHEDULE NEXT MEETING DATE

Chairman Sharon noted that meeting dates were previously scheduled for Monday July 10, and Monday July 24, 2006 at 10:00 a.m. Krouze noted that he couldn't make the meeting of July 10th. Committee members discussed this, and determined that they would continue with this meeting schedule. Motion by Dean/Hall to approve the meeting dates of July 10 and July 24, 2006. All aye on voice vote.

ITEMS FOR NEXT AGENDA

Chairman Sharon stated that disposal of the generator, as well as the previously discussed code change be included in the next agenda.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned by a motion of Holewinski/Wickman. The time was 10:30 a.m. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary